

Payment Only Step-by-Step Guide

This section walks you through entering payment information for a payment only submission in the eNC3 and Information Reporting application.

- [Watch a video tutorial](#)

You can submit a payment only submission if you have already filed an NC-3 and still need to make a payment. Click on New Payment Only Submission to begin.



Test File Formats New Submission New Amended Submission New Payment Only Submission

Step 1. Enter all required [Submitter Information](#). Select the tax year and enter your name, company name, company address, title, phone number, and email address. Fields with a red asterisk are required.

- If you don't complete a required field or enter invalid information, the field will be highlighted in red.



Submitter Information

Submitter Name *


Submitter Company Name *

☐ Address outside United States?

Submitter Company Street Address *

Submitter Company City *

If you leave a field empty or enter an invalid phone number or email address, an error message will appear:

 **North Carolina Department of Revenue**

Submitter Name is required.

Close

Step 2. Enter all required payment information. Fields with a red asterisk are required. Use the name, address, withholding account ID, and SSN or FEIN of the taxpayer account for which the payment is being submitted.

Payment for 2018

Withholding Account ID *

SSN or FEIN *

Bank Account Type *

Select an item ▼

Bank Routing Number *

Bank Account Number *

Verify Account Number *

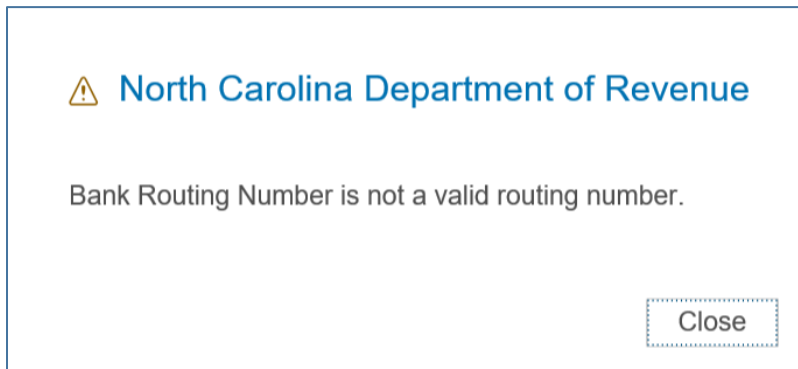
- If you don't complete a required field or enter invalid information, the field will be highlighted in red.

Company Name *

Required field

outside United Sta

If you leave a field empty or enter an invalid bank or routing number an error message will appear:



Step 2. Once you've entered all the required information, click Next to continue to the [Submission Review](#) screen.

A form with three input fields. The first field is labeled "Bank Account Number *" and contains "1111111111111111". The second field is labeled "Verify Account Number *" and contains "1111111111111111". The third field is labeled "Payment Amount *" and contains "1,000.00". At the bottom, there are three buttons: "Back", "Clear current form", and "Next". An orange arrow points to the "Next" button.

Resources:

- [Watch our other eNC3 videos](#)
- [Review the eNC3 FAQs](#)